

Self-Guided Library Tour

Welcome to Cannell Library at Clark College. Follow this tour to get a good overview of the Library, the services it offers, and how you can access material for assignments. The tour should take about 30 minutes.

1

- Look for **Library information / research guides** on the display rack near the **front door**. You may want to examine these later.

Start your tour at the **Check Out Desk** (near the front door).



- At the **Check Out Desk** you are able to:
 - Get a free **library card**, if you haven't purchased a Clark picture ID (which may be used as a library card.) If your email, address or phone # have changed, stop here to update them.
 - Check out books or other materials.
 - Check out **laptops, calculators** and **headphones** for three hours.
 - Pick up items on reserve for specific classes.
- Find the photocopier machine, restrooms, water fountain and elevator to the right of the stairs.

Move forward along the long counter, past **Interlibrary Loan**, until you get to the **Reference Desk**. This is where to come for help with questions of any kind. If there is no librarian available, look for the small sign indicating who is on duty and where their office is located.

2

Move past the Reference counter to the **Reference Collection**.

- The **Reference Collection** contains encyclopedias, handbooks, almanacs, and other sources of quick, background information on all sorts of topics. The Reference books do not check out. You may **photocopy** at **5¢** per page (single-sided) within Copyright guidelines.
- Books are arranged using the Library of Congress System instead of the Dewey Decimal System. Books are grouped by **subject** according to a system of letters and numbers.
- Look for the **Library of Congress Classification System charts** posted on the end of the stacks to see how the books are organized.



A. Reference Collection Activity:

1. Find the very beginning of the Reference Collection (A). What types of sources are found there?

A. Reference Collection Activity – continued:

2. Locate the book, *500 Great Books by Women*, (Ref. Z7961 .B35). When you find this book you will be very close to the end of the Reference Collection. What book is shelved **before** *500 Great Books by Women* and what is its library call number?
3. Locate the following book: **Ref. HA 202 .A1** Write the title below:
4. Use the **Library of Congress Classification System Chart** posted on the Reference Stacks to find one reference book on each of the following subjects. Write the **title** and **library call number** below.

Science

Music

Art

3

- Locate the **Washington Documents** sign on the wall to the **left of the stairs** near the Reference Collection.
- To the **right of the stairs** are the **Microfilm Collection cabinets**. Some of Cannell Library's **periodicals** (magazines, journals, newspapers) are kept in microfilm format (organized alphabetically by title). Look for the **Microfilm reader/printer** (10¢ a page).
- The **CD and DVD Collection**, and the **Library Instruction Lab (Room 103)** are also in this area. DVDs may be checked out for 6 days and CDs for 21 days.

Now, go down the ramp towards the windows. In this area you'll find...

- Back issues of the newspapers are on your right.
- **Periodicals** (magazines, journals) fill the rest of these tall shelves.
- Periodicals are organized alphabetically by the title of the magazine, journal or newspaper.
- A study area with tables and chairs.



At the end of the ramp, turn right, then walk straight ahead, with the windows on your left.

B. Periodicals Area Activity: Locate the following **titles** on the shelf:

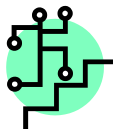
1. **The Columbian** (newspaper)
What is shelved before it? _____
2. **Time**
What is shelved before it? _____

At the end of the windows, by the clock, turn right and walk up the ramp. Stop at the top and look to your **left**. In this area find ...

- Current "Popular Periodicals," daily papers, new books, and the "Renaissance Kids" children's collection.
- **Cannell Conference Room (Room 101)** is used for library instruction, video conferences and other campus meetings.

Also, at the top of the ramp, look to your **right**, where you'll find ...

- The **ESL/ENL Collection** which has resources for learners of English as a Second Language.
- To the **right** of the ESL/ENL Collection is an **Indexes** shelf with a small selection of **periodical indexes** in print format (for example, *Book Review Digest* and *Readers' Guide*). **Indexes** help you find articles in magazines, journals and newspapers, and are primarily used for historical research. Many other indexes are searchable on the library's website.



The Second Floor:

Go back toward the front door. Use either the elevator or the stairs to get to the second floor.

At the top of the stairs note:

To your left,

- The **Computer Media Lab**. Open to all students, it includes a scanner and color printer.

To your right,

- **Large Group Study Room** (Room 204). This room may be reserved at the Check Out Desk.
- **Circulating Book Collection**. (Note they are arranged **A-Z** by Library of Congress Classification, just like the Reference Collection downstairs.)
- **Library Student Assistant Desk** and **Library Book Catalog computer** (located across from the book stacks). You are not able to print from this computer.



Walk along the stacks until you get to the last stack marked **Oversize**. These are books that are too large to fit in the A-Z shelves. To your left is the **Vis-U-Tek machine** to assist visually impaired students. The wall to the **right** of the Vis-U-Tek has **electrical outlets** for laptops.

Note the small **study rooms** along the opposite wall. Groups of 3 or more students may use them on a first-come, first-served basis. Across from the study rooms, are **televisions with DVD and VHS players** (with headphones), as well as **CD players** (with headphones).



Walk down the hallway beside **Room 218, a Quiet Study Room** (laptops permitted). On the right is **Room 217, a Silent Study Room** (laptops not permitted).

Look for the **Large Group Study Room #212** (which may be reserved at the Check Out Desk), and the **restrooms** on your right, on your way back to the First Floor, using the same staircase you came up.



Computers – First Floor:

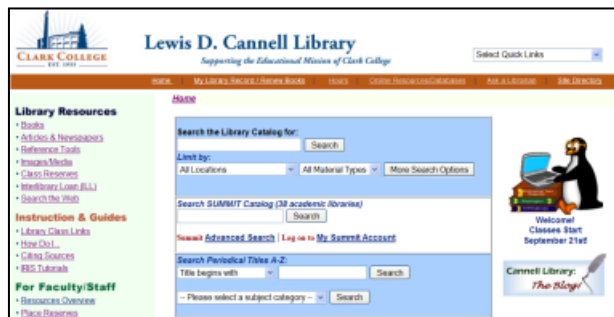
As you walk into the library, **on the counter** between the Check Out Desk and the Reference Desk, are computers which you can use to search the **Library Book Catalog**.

Keyword	Title	Author	Subject	Periodicals A-Z	Numbers
Keyword Search Search Tips Please type the keyword(s), select limits, and click Submit.					
<input type="text"/> <input type="button" value="Submit"/>					
Limited to:			Sorted By: <input type="button" value="Date"/>		
Location: <input type="text" value="ANY"/>					
Language: <input type="text" value="ANY"/>					
Year: After <input type="text"/> and Before <input type="text"/>					
Publisher: <input type="text"/>					

4

5

The [Library Book Catalog](#) contains records of books, DVDs and videos that are located at Clark College.



Use your Clark labs user name and password for the rest of the computers on the first floor. The **Library web page**, book catalog and a **variety of databases** are available. These units are for research **only**. Please, no games or chat.

There is a **large printer** on the main floor near the Reference Desk.

C. Cannell Library Book Catalog Activity:

1. At the **Library web page**, select **Books** (in the left column). At the **Library Book Catalogs** page, select **Cannell Library's Book Catalog**.
2. Choose **Title** and do a search for: *Tender is the Night*.
3. Click on the title *Tender is the Night*, by F. Scott Fitzgerald, to see if the book is available and on the shelf.
4. Write the Library call number, location and status for *Tender is the Night*.

Call number: _____

Location: _____

Status: _____

5. Select **Start Over**. Use the **Keyword** search to find **books** about earthquakes in Washington [Hint: Type **earthquakes and Washington**]

Write the title, call number and location of a **book** located on the **Second Floor**.

Title: _____

Call number: _____

Location: _____

6. Select **Start Over**. Use the **Keyword** search to find a **video** about earthquakes. Type: **earthquakes**. Open the **"Material Type" dropdown box** and select **DVDs/Videos**

Write the title, call number and location of one of the **videos**.

Title: _____

Call number: _____

Location: _____



Congratulations! You've completed the tour!